



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 04-15

M E M O R A N D U M

April 16, 2004

TO: Potential Surrogate Parents

FROM: Mary Mitchell
Surrogate Parent Program Coordinator
Exceptional Student Services

Laura J. Gelardo
Surrogate Parent Program Assistant
Exceptional Student Services
lgelard@ade.az.gov

Joanne Phillips
Deputy Associate Superintendent
Exceptional Student Services

RE: Surrogate Parent Program/ Fingerprint clearance information:

The Arizona Department of Education/Exceptional Student Services, Surrogate Parent Program is in the process of updating our database. According to our records, we show that you have completed the Surrogate Parent Program training, but we do not have your fingerprint clearance information on file. Arizona Law states that surrogate parents must complete a Department of Public Safety (DPS) fingerprint clearance and a Surrogate Parent Program training in order to be appointed as a surrogate parent for a child with a disability. Please inform us if you have completed the required fingerprint clearance. If not, you will not be permitted to be appointed as a certified surrogate parent for a child with disabilities.

- ☐ I have completed the required fingerprint clearance. (Please send a photocopy of your fingerprint clearance card to address below.)
- ☐ I will be completing finger print requirements and will send a photocopy of my fingerprint clearance card as soon as it arrives.

If you have completed the required fingerprint clearance, please complete the information below. If you have any questions regarding this memo, please contact Laura Gelardo at (602) 364-0886 (voice messaging only) or e-mail her at lgelard@ade.az.gov.

Surrogate Parent's full name(s) _____
Home Address _____ City _____ State _____ Zip _____
Home phone _____ Work Phone _____ Cell phone _____
County _____ Social Security Number _____
Surrogate Parent's e-mail address _____